# Civil Service On-line System



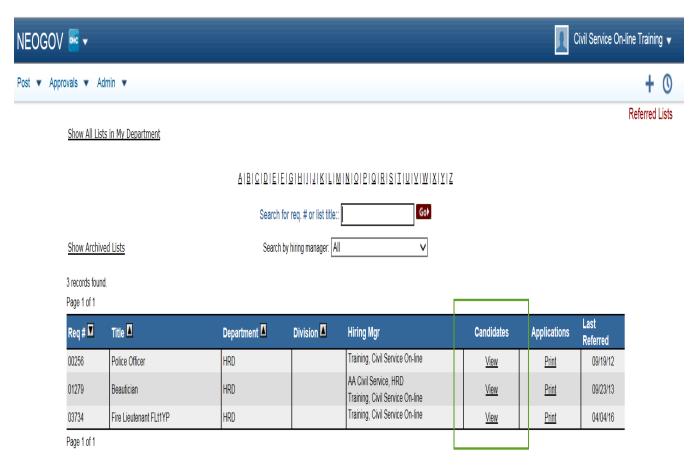
Closing out a Certification
October 25, 2016

# View & Process Referred Candidates - Closing Out a Certification

- 1. Go to: http://www.neogov.com/
- 2. Click on the Login link in the upper-right-hand corner
- 3. Enter your Username and Password
- 4. Click on the My List link in the upper-right-side (displays all referred lists for the Hiring Manager)
- 5. Review all columns of information. Notice that there are 2 links.
- 6. Click on the **Print** link in the Applications column for the specific requisition. Applicant contact information is based on when the application was received by this office.

## Process all Candidates - as a Hiring Manager/Liaison

7. Click on the **View** link in the Candidates column for the specific requisition



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# 8. Review list details at the top of the page



Requisition # 00256

Requisition Title Police Officer

Working Title Police Officer Training Reqs

HR Analyst Gross, Veronica

Department HRD

HR Analyst Phone

Division

HR Liaison Training, Civil Service On-line

Positions

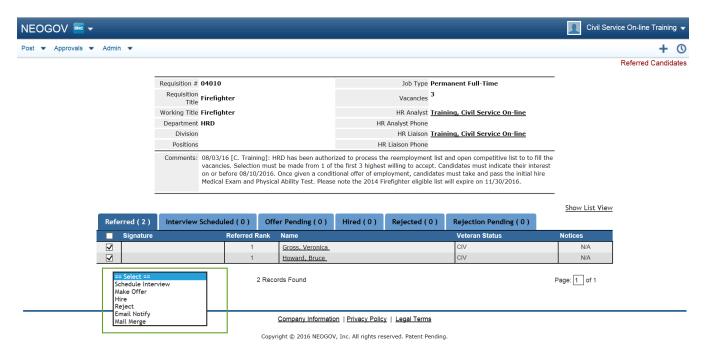
HR Liaison Phone

10/21/16 [C. Training]: Civil Service On-line System Training

Referred ( 8093		view Scheduled ( 0 )	Offer Pending ( 0 )	Hired (0)	Rejected (1)	Rejection Pendi	ng ( 0 )	
Signature	Referred Rank	Name	Preference	Veteran Status	Elig List Type	Seniority Date	Notices	Muni Note
	1	ALMEIDA , MICHAEL A		VET	Normal		N/A	
	1	BERGERON , DAVID C		VET	Normal		N/A	
	1	BISHOP , ERIK D		VET	Normal		N/A	
	1	BOLCOME, ZACHARY J		VET	Normal		N/A	
	1	<u>BOTTARI</u> , <u>MARTIN</u> F		VET	Normal		N/A	
	1	<u>CALI</u> , <u>CHRISTOPH</u> <u>L</u>		VET	Normal		N/A	
	1	CAPPIELLO, ANTHONY	<u> </u>	DV	Normal		N/A	
	1	<u>CARDARELLI</u> , MARK C		DV	Normal	06/25/2012	N/A	
	1	<u>COHEN, BENJAMIN J</u>		VET	Normal		N/A	
	1	CUNNINGHAM , RONALI	<u>) E</u>	DV	Normal		N/A	
	1	DOLBRUS , ISMAEL		VET	Normal		N/A	
	1	<u>DONOVAN</u> , <u>COREY</u> J		VET	Normal		N/A	
	1	<u>DONOVAN</u> , <u>SEAN</u> M		VET	Normal		N/A	
	1	FISHER, WILLIAM J		VET	Normal		N/A	
	1	FLORES , JOSE A		VET	Normal		N/A	
	1	FLYNN , JOSEPH T		VET	Normal		N/A	
	4	FOLLOWE EDINE		\/ET	Mormal		N/A	

## View Your Action Options: Schedule Interview, Make Offer, Hire or Reject

9. Place a check mark in the box next to the name of the candidate you want to take action on, then select the action from the action box.



#### Make a Hire - Selecting a Candidate as Hired

10. Place a check mark in the box next to the applicant's name that you would like to HIRE. Select **Hire** from the Action dropdown, click on Go.

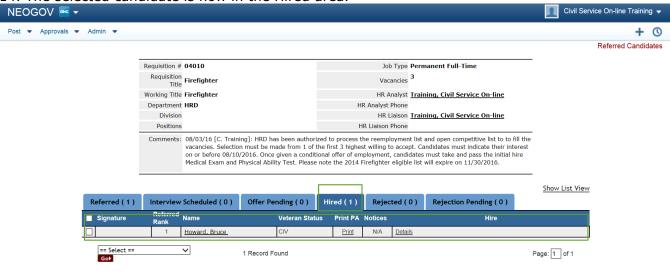


- 11. Update appropriate date fields and enter comments.
- 12. Click on the No Approvals
- 13. Click on **Save and Release** button at the bottom of the screen, the applicant is marked as hired and moved to the Hired section and your HRD Analyst receives an email that a HIRE action has been entered into the system.

Requisition #	04010		Job Type Permanent Full-Time			
Requisition Title	Firefighter		Vacancies	3		
Working Title	Firefighter		HR Analyst	Training, Civil Serv	<u>rice On-line</u>	
Department	HRD		HR Analyst Phone			
Division			HR Liaison	Training, Civil Serv	<u>rice On-line</u>	
Positions			HR Liaison Phone			
					* Required	
	Name:	Bruce Howard			13316520	
	Status:	Hired	_			
	* Offer Date:	10/24/16				
	Offer Amount: \$					
	Bonus Amount: \$					
	* Answer Date:	10/24/16				
	* Filled On Date:	10/24/16				
	* Start Date:	10/24/16				
	Orientation Date:	10/24/16				
	Keep Active on Eligible List:	No 🗸				
	Comments: 2500 character limit	CSOS Training		^		
Initial-Hire F	PAT Pass Date (mm/dd/yyyy) :	10/24/2016				
	No Approvals	$\checkmark$				
	Save	Save and Re	elease			

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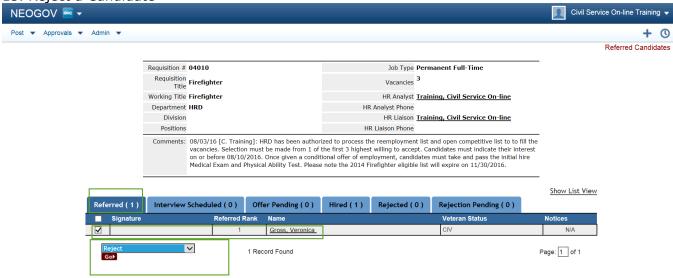
#### 14. The selected candidate is now in the Hired area.



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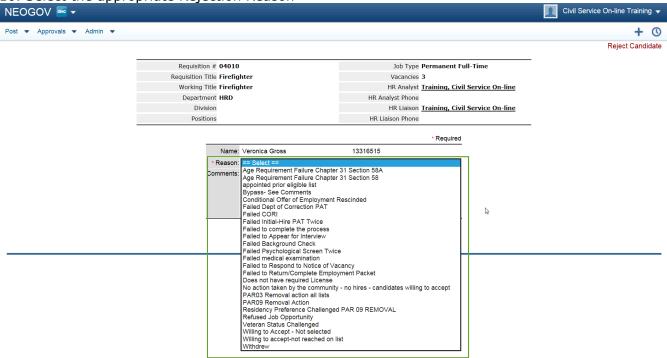
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## 15. Reject a Candidate

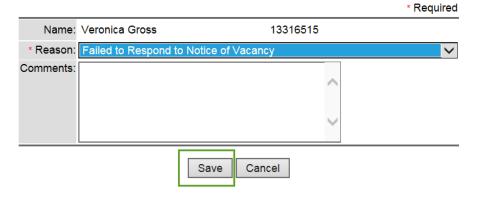


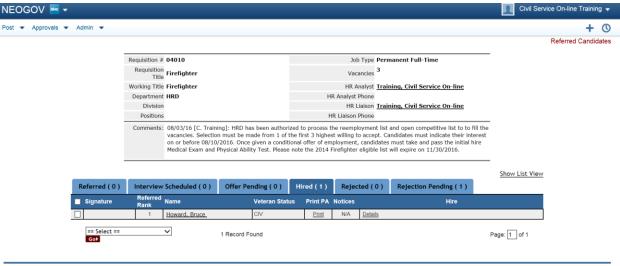
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16. Select the appropriate Rejection Reason



17. Then **Select Save** and the system will return you to your referral list





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Tabbed View (default view) NEOGOV **■** ▼ Post ▼ Approvals ▼ Admin ▼ + 0 Referred Candidates Requisition # 04010 Job Type Permanent Full-Time Requisition Title Firefighter Working Title Firefighter HR Analyst Training, Civil Service On-line Department HRD HR Analyst Phone Division HR Liaison Training, Civil Service On-line Positions HR Liaison Phone Comments: 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to to fill the volucity for training; That has been advantage to process of eeniphymical as an object competitive to that wacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016. Show List View Referred (0) Interview Scheduled ( 0 ) Offer Pending ( 0 ) Hired (1) Rejected (0) Rejection Pending (1) Print == Select == Page: 1 of 1

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